

## Fire and Rescue Department

### Accident Reports

LRDA Number 20070549

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents involving departmental vehicles or equipment. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents.	Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41.130, NRS 41.139, NRS 41.0309, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.730, NAC 239.165 (1)(2)	None.

### Activity Reports and Logs, Fire Department

LRDA Number 20070550

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents departmental activity and operation and usually consists of reports or logs filed on a daily, weekly, monthly, or annual basis. Records in this series may include but are not limited to station logs, incident reports, morning reports, emergency response logs, alarm call reports, medical aid reports, paramedic daily logs, and similar types of activity reports or logs.	Retain annual activity reports Permanently. Retain other reports for five (5) calendar years from the year to which they pertain.	These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 239C.210, NRS 205.4617, NAC 239.165 (1)(2)	This series is useful for reference, performance monitoring, planning and budgeting, position justification, compiling statistical reports, and briefing subsequent shifts.

## Fire and Rescue Department

### Against Medical Advice Records

LRDA Number 20101799

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents refusal by patient of treatment/transport by EMS and/or other first responders.	Six (6) calendar years from the receipt of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NAC Chapter 450B, 45 CFR 164.501, NRS 205.4617, NAC 239.165 (1)(2)	None.

### Alarm System Files

LRDA Number 20071495

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection and testing of individual fire alarm systems. This series may include, but is not limited to, permits, installation records, construction documents, diagrams, specifications, certifications, record of completion, inspection records, site information, building code reports, instructions, system testing records, system monitoring records, service agreements, maintenance and service reports, emergency contact lists, correspondence, and related documents.	Retain this record series for the functional life of the system.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code Section 907, Uniform Fire Code Section 1007, NRS 477.130, NRS Chapter 239C, NAC 477.365	None.

### Ambulance Operating Permits

LRDA Number 20070554

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application process and the receipt or denial of operating permits in accordance with state law and regulation.	Two (2) calendar years after the renewal, denial, revocation, or cancellation of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.120, NRS 450B.200, NRS 450B.840, NRS 11.190 (4)(e), NAC 450B.505 to 450B.645	None

## Fire and Rescue Department

### Apparatus and Equipment Records

LRDA Number 20070558

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to document and administer the management of apparatus and equipment in the possession of fire departments. This series may contain but is not limited to description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, location of item, inspection reports, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, test records (ladder, hose, air packs), test result reports, cost summaries, data sheets, inventory control records, accounting documents, control logs or lists, vendor information, photographs, correspondence and related documents.	Retain records related to apparatus and equipment use, inspection, maintenance, repair, and disposition for the life of the unit. If involved in an accident retain for the life of the unit plus an additional three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NRS 239C.210, NRS 477.030, NAC 239.165 (1)(2)	The series does not include hydrant records.

### Building Inspections (Fire Department)

LRDA Number 20070567

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of commercial buildings, public buildings, structures, child care facilities, long-term care facilities, warehouses, parks, and similar facilities by fire departmental personnel for fire hazards, conformity with fire codes and regulations, and for other reasons permitted by state law/regulation or local policy. This series may include but is not limited to: inspection reports, cumulative inspection history, violation notices, citations, documents verifying that the violation has been corrected, re-inspection forms and reports, notes, memos, photos, associated documentation, and related correspondence.	Retain records related to construction inspections for a minimum period of ten (10) calendar years from the date of the inspection.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.202, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203	None.

## Fire and Rescue Department

### Building Plans

LRDA Number 20070568

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of copies of building plans for public and/or commercial buildings and structures. This series may contain but is not limited to blueprints, engineering drawings, as built drawings, specifications, grounds (landscape) drawings, photographs and similar documents.	Life of building or structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090 (Homeland Security Act), NAC 239.165 (1)(2)	None.

### Burn Injury Reports

LRDA Number 20071478

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports received from providers of health care of any person who comes or is brought for the treatment of second or third degree burns to 5 percent or more of the body, burns to his upper respiratory tract or laryngeal edema resulting from the inhalation of heated air; or burns which may result in death.	Six (6) calendar years from the date of the report.	This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 629.045, NRS 629.051, NAC 239.165 (1)(2)	None.

### Controlled Substance Inventory and Use File

LRDA Number 20121874

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inventory and use of controlled substances in emergency response vehicles in accordance with state and federal law.	Two (2) calendar years after the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)	None.

### Dispatch Logs

LRDA Number 20071479

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of printouts or manual logs maintained by emergency dispatch units. Log usually contains name of dispatcher, date and time call received, type of call (phone, radio, in-person) complainant name, address / phone number, nature of call, units dispatched, time dispatched, action taken, and related data.	One (1) calendar year from the date of last entry, or from the date of printout.	Summaries of the information in this record series may also be found in the "Activity Reports and Logs, Fire Department" record series.	None	None

## Fire and Rescue Department

### Dispatcher, Audio Tapes

LRDA Number 20070571

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of audio tapes of incoming emergency calls, fire and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24-hour basis.	Sixty (60) days from the date of transcription, or if not transcribed sixty (60) days from the date of the tape.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.120, NRS 450B.130, NRS 707.500, NAC 450B.578, NAC 450B.611	None

### Duty Roster

LRDA Number 20070574

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of logs, reports, or printouts of daily, weekly, or monthly work assignments.	One (1) calendar year from the end of the calendar year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

### Emergency Medical Incident Records - Youth

LRDA Number 20181991

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include but is not limited to date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data.	Retain these records until the individual attains the age of 23.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2)	None.

## Emergency Medical Incident Records-Adult

LRDA Number 20070555

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include but is not limited to date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data.	Six (6) calendar years from the date of receipt or production of the record, whichever is later.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2)	None.

## Evidence Log

LRDA Number 20071476

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a log, report, or similar record used to track and document the chain of possession of evidence used in fire investigations.	Five (5) calendar years from the final disposition of the investigation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	International Fire Code (IFC) 104.6, and 104.10, Uniform Fire Code (UFC) 104.3.2, NRS 11.190 (3)(d)	None

## Explosives: Storage and Use Permits

LRDA Number 20071468

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of permits authorizing the manufacture, possession, storage, sale; display, use, or disposal of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, and other applications. This series may include but is not limited to applications, State Fire Marshall certificates, inspections, permits, insurance or bond verifications, fee payments, notes, forms, correspondence, and related documents. Information often includes name and address of permitted, license information (if applicable), location of use, amount and type of explosives used, conditions, emergency response procedures, and related information.	Five (5) calendar years from the renewal, suspension, revocation, or expiration of the permit.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 3301.2, Uniform Fire Code (UFC) 7701.3.1, NRS 11.190 (1)(b), NRS 11.190 (4)(e), NAC 477.710 to 477.73, NAC 239.165 (1)(2)	None.

## Fire and Rescue Department

### Exposure Reports

LRDA Number 20071233

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports are completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. This series may include but is not limited to employee's name, position, station, address where injury occurred, name and type of occupancy, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, copies of medical reports, date and signature of employee, and date and signature of supervisor.	Thirty (30) calendar years from the employee's termination of employment.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020 (d)(i), NAC 239.165 (1)(2)	This series is often filed with the "Firefighter Medical Files" record series.

### False Alarm Reports

LRDA Number 20071467

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information pertaining to false alarms, outcries, or reports of fire. These reports may include but are not limited to the date and time of the report, the location, any identifying characteristics of the caller, the number of responding units, and the time it was ascertained as a false report.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 475.100, NRS 11.190 (4)(a)(e)	None

### Fire Alarm Reports, Daily

LRDA Number 20071472

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of logs, reports, listings, and similar records of the daily fire alarm soundings and calls received by departmental personnel.	Ninety (90) days from date of report.	If this record series contains confidential or restricted information. That information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

## Fire and Rescue Department

### Fire Code Building Inspections (Fire Department)

LRDA Number 20200010

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of commercial buildings, public buildings, structures, child care facilities, long-term care facilities, warehouses, parks, and similar facilities by fire departmental personnel for fire hazards, conformity with fire codes and regulations, and for other reasons permitted by state law/regulation or local policy. This series may include but is not limited to: inspection reports, cumulative inspection history, violation notices, citations, documents verifying that the violation has been corrected, re-inspection forms and reports, notes, memos, photos, associated documentation, and related correspondence.	Retain records related to annual fire code building inspections for a minimum period of five (5) calendar years from the date of the inspection.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.202, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203	

### Fire Codes

LRDA Number 20070583

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fire codes and supplements to such codes, adopted by ordinance for the local government.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

## Fire and Rescue Department

### Fire Department Training Files

LRDA Number 20070629

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer employee development and training. This series may contain but is not limited to employee name, social security number, badge or ID number, training bulletins, request for training forms, training plans, training exercises, test scores, training certificates, training history, documentation of continuing education, records documenting completion of mandatory training requirements, fire academy reports and records, course outlines, courses taken, copies of course material, attendance records, proficiency tests, certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, logs, lists, reports, photos, forms, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of the employee.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 477.039 to 477.090, NAC 477.2835, NRS 239C.210, NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

### Fire Hydrant Records

LRDA Number 20070586

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the installation, location, inspection, maintenance, repair, and replacement of fire hydrants. This series may include but is not limited to installation records, location, fire flow rate, main size, water available, hydrant number, type (2 way, 3 way), lateral size, height from ground, inspection reports, condition, maintenance and repair records, pressure test results, damage reports, removal and replacement records, notes and remarks, and related documents.	Retain flow cards Permanently. Retain other records in this series for two (2) calendar years after the hydrant is moved, replaced, or no longer in service.	This record series may contain confidential or restricted information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 103.3.4, NRS 239C.210, NRS 11.190 (4)(e)	None.

## Fire and Rescue Department

### Fire Investigation Records

LRDA Number 20070597

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations conducted by fire department personnel to determine the cause, origin, and circumstances of fires or fire related incidents. This series may contain but is not limited to investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, arrest report, evidence log, court documents, insurance reports, vehicle records, photographs, audio-visual tapes, newspaper clippings, findings, determinations, disposition, final or summary report, correspondence, and similar records.	Six (6) calendar years from the close of the investigation, or if related to a criminal incident six (6) calendar years from the final disposition of the case.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 475.125, NRS 205.005 to 205.030, NRS 171.085, NRS 629.045, NRS 475.125, NRS 200.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

### Fire Investigation Records - Juvenile Offenders (Arson)

LRDA Number 20070599

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series pertain to juveniles who are suspected of, or have been arrested for, willfully or maliciously burning or attempting to burn, (with or without intent to defraud), a dwelling house, public building, motor vehicle or aircraft, personal property of another, wild land, etc. This series may contain but is not limited to investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, arrest report, criminal history (if any), hearing or court documents, probation reports, insurance reports, vehicle reports, photographs, audio-visual tapes, newspaper clippings, findings, determinations, prevention and intervention program records, disposition, final or summary report, correspondence, and similar records.	Six (6) calendar years after the juvenile reaches the age of majority.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.100 to 62H.170, NRS 62H.010, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

## Fire and Rescue Department

### Fire Prevention Education Programs

LRDA Number 20071475

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fire prevention education programs and similar outreach programs provided to the public by fire departments. This series may contain but is not limited to program descriptions, instructional materials, enrollment and attendance records, reports, speeches, handouts, brochures, films, posters, pamphlets, and similar documents.	One (1) calendar year after the end of the program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

### Fire Reports

LRDA Number 20070600

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consist of reports and other records documenting fires and fire related incidents. Information may include but is not limited to incident number, date and time, conditions, type of alarm, method of alarm, type of situation found, action taken, number of personnel involved, engines and other vehicles at scene, method of extinguishing, equipment involved, property used, number of hydrants used, investigative reports, reports of incident-related injuries and deaths, dollar loss and extent of damage reports, notes, forms, photographs, audio/video tapes, correspondence and similar documents.	Retain reports documenting fatalities, arson, major fires, and fires of significance to the jurisdiction permanently. Retain other fire reports for a minimum period of six (6) calendar years from the date of final action.	This record series may contain confidential or restricted information and non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.1 to 104.3.2, NRS 239C.090, NRS 11.190 (1)(a), NRS 171.085, NAC 239.165 (1)(2)	The determination of fires considered major fires or fires of significance to the jurisdiction should be done by Fire Chiefs or the State Fire Marshall.

### Fire Station and Facility Inspection Records

LRDA Number 20121877

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents the periodic inspections of fire station and facilities to check for damage and recommend repairs and maintenance.	Three (3) calendar years from the date of the inspection or correction of any violations (if applicable).	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Uniform Fire Code 103.3.4, NRS 239C.090, NRS 239C.210	None.

## Fire and Rescue Department

### Fire System Licensing Files

LRDA Number 20071493

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the licensing of persons engaged in the sale, leasing, installation or servicing of fire systems and components of fire systems.	Three (3) calendar years from the renewal, suspension, revocation, or expiration of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	Uniform Fire Code 1001.4, Uniform Fire Code Section 1003, NRS 477.030, NRS 477.033, NAC 377.300, NAC 477.335 to 477.370, NRS 11.190 (3)(d)	None

### Firefighter Medical Files

LRDA Number 20071466

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual firefighter's work related medical history. This series may contain but is not limited to medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, injury reports, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Six (6) calendar years after the death of the firefighter. (See NAC 617.080 (2))	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NRS 616A.400, NAC Chapter 617, NAC 239.165 (1)(2)	Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

### Hazardous Material Incident Records

LRDA Number 20071480

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of hazardous material accidents or incidents including releases. This series may include but is not limited to incident reports, reports of personnel involved, cause reports, emergency response reports, clean-up operations reports, decontamination reports, follow-up reports, name and address of responsible party, correspondence, and related documentation.	Retain records related to responding personnel for a minimum period of thirty (30) calendar years after employee separation. Retain other records related to incident for a minimum period of thirty (30) calendar years from the date of last action.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020, 29 CFR 1910.120, NRS 477.039, NRS 477.047, NRS Chapter 459, NRS Chapter 239C, NAC 239.165 (1)(2)	This series should be reviewed for historical value before destruction.

### Hazardous Material Reference Guide

LRDA Number 20070581

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This a reference guide developed by the State Fire Marshal in cooperation with local fire departments for use by state and local personnel who respond to accidents and incidents involving hazardous materials. The reference guide provides information regarding procedures for responding to the first critical moments of an accident or incident involving hazardous materials.	Until superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 459.773, NRS 459.3819, NRS 239C. 210, NAC 239.165 (1)(2)	None.

### Hazardous Materials Storage Permit Files

LRDA Number 20071482

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and controls the permits for the storage of hazardous materials and extremely hazardous materials issued in accordance with state law/local ordinance. The files may contain but are not limited to facility information (name, address, phone numbers, contact names, etc.), map of facility, applications, list of chemicals and other hazardous materials being stored, financial worksheet, fee information (check, receipt, etc.), related correspondence and similar documentation.	Five (5) calendar years from the date expiration, revocation or suspension of the permit.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 477.030 to 477.031, NRS 477.045, NRS 459.3819, NRS Chapter 239C, NAC 477.323, NAC 239.165 (1)(2)	None.

### Maps and Plans of Water Systems

LRDA Number 20070648

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents maps, plans, blueprints, and similar records. This series is useful for locating fire hydrants, water mains, connections, valve locations and other water supplies used during fire emergency responses.	Until superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	None.

## Fire and Rescue Department

### Maps, Fire Department

LRDA Number 20070601

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of maps and related records maintained by fire departments which may be useful for reference, planning, verifying addresses, and for tracking various trends such as fire frequency and location, arson fires, and similar trends.	Until superseded.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

### Mutual Aid Agreements

LRDA Number 20070609

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents mutual aid agreements between individual fire departments and other parties (usually other municipalities, state or federal government) for providing firefighting, fire protection, emergency response, and other related services. This series may include but is not limited to agreement information on first alarm response, dispatch, incident command, training, expenses, billing, and similar data.	Retain record of agreement for a minimum period of six (6) calendar years from the termination of the agreement. Retain expense and billing information related to mutual aid agreements for a minimum period of three (3) fiscal years from the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 414.060, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

### National Fire Incident Reporting System (NFIRS)

LRDA Number 20071483

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports and related data submitted to the State Fire Marshall by local fire jurisdictions documenting fire and related incidents.	Ninety (90) days from the date report is submitted to the State Fire Marshall.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 477.030, NAC 477.905	None

## Fire and Rescue Department

### Permit Files

LRDA Number 20071481

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents operational, construction, and special event /use permits issued by fire departments. This series may contain but is not limited to permit application, site review reports, plan review reports, copies of inspection reports, code reviews, special requirement reports, applicable certificates, permit, fee payment records, supporting documents, correspondence, and related data.	Five (5) calendar years from the denial, renewal, revocation, or expiration of the permit.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 11.190 (3)(d)	None.

### Pre-Fire Planning Reports

LRDA Number 20070635

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of planning and survey reports, building plans, and similar records used to plan firefighting strategies.	One (1) calendar year after updated.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	None.

### Radio Frequencies

LRDA Number 20070638

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for, and assignment of, radio frequencies. This series may include but is not limited to radio frequency authorizations, radio use records, frequency use agreements, applications, permits, licenses, logs, forms, supporting documents, correspondence, and similar data.	Six (6) calendar years from the expiration or renewal of the authorization or agreement.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	47 CFR 2.103, 47 CFR 90.20, NRS 11.190 (1)(b), NRS 239C.210 (2)(f)	None.

## Fire and Rescue Department

### Reports of Drills

LRDA Number 20071491

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of drills performed to instruct individuals in the appropriate procedures to be followed in the event of an emergency.	Two (2) calendar years from the date of the drill.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 394.170, NRS 432A.077, NRS 432A.180, NAC 432A.280, NRS 239C.210 (c), NAC 239.165 (1)(2)	None.

### Responses, No Fire or Casualties

LRDA Number 20070641

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents responses which do not involve fire or casualties such as fuel spills, arcing power lines, and similar calls for assistance. Information in this series may include but is not limited to date, time, and location of incident, units responding, specific response, correspondence, and similar data.	Two (2) calendar years from the date of response.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

### Retrofitting Files

LRDA Number 20071487

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of files on buildings doing retro fits to comply with fire codes.	Three (3) calendar years from the close of the file.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NAC 239.165 (1)(2)	None.

### School Master Files

LRDA Number 20070643

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents school plans and may contain but is not limited to plans, blueprints, as built drawings, schematics, calculations and specifications, photographs, associated correspondence, and related documents.	Life of building.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 477.030, NRS 392.450, NRS 394.170, NRS Chapter 239C, NAC 239.165 (1)(2)	None.

## Fire and Rescue Department

### Standard Operating Procedures

LRDA Number 20070644

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the various standard operating procedures and guidelines adopted by fire departments.	Five (5) calendar years after superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	Review for historical value.

### Vacation Rosters

LRDA Number 20070633

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approved employee vacations.	Two (2) calendar years from the posting of the roster.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 516.6, NRS 608.115	None